

- ☐ New Request for Security  
☐ Request to Change Security  
☐ Request to Delete Security

---

---

## TAG Security Request Form

---

---

**Name:** \_\_\_\_\_  
last first mi.

**Title:** \_\_\_\_\_

**Region:** \_\_\_\_\_ **Phone #** (803) \_\_\_\_\_

**Describe your job function(s):**

---

---

---

**Describe how you want to use TAG:**

---

---

---

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### FOR CENTRAL OFFICE FINANCE USE ONLY

Security approved and updated by \_\_\_\_\_ Date \_\_\_\_\_

Security Profile used \_\_\_\_\_ Number of PW's \_\_\_\_\_

For those with requisition approval, departments set up on RQSEC \_\_\_\_\_

For those with receiving, also set up as a receiver on CDADR? \_\_\_\_\_

Special Notes regarding this security: \_\_\_\_\_

---

---

---

**Submit Completed Request to: SCDDSN Central Office, Finance Division,  
Attention: Director of Finance, Post Office Box 4706, Columbia, SC 29240.**